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TO: Appointing Authorities and Personnel Officers
FROM: Gary Fogelbach, Division of Personnel
SUBJECT: Annual Leave Balances

This memo concerns the annual leave balance checking program that will run in November and adjust the balances that will appear on the November 15, 2001 check stub of employees whose annual leave balance exceeds the maximum. The purpose of this memo is to remind Agency Personnel Officers to communicate to employees that the annual leave maximums will be checked effective October 31, 2001. This memo also serves to explain to timekeepers how the process will work. Included below is an explanation of the process and the resulting entry that will appear on the employee's November 15, 2001 check stub. The annual leave balance checking program does not pertain to agencies not covered by the leave rules of the Personnel Advisory Board: The Legislative and Judicial branches of state government, Offices of Elected Officials, and the Public Defender's Office.

The annual leave balance of employees can exceed the maximum until October 31st of the calendar year, at which time the employee's annual leave balance would be checked against the maximum allowable for the accrual rate. Previously, the rules did not provide the earning of annual leave above the maximum for the accrual rate.

We are certain that agencies have been informing employees of this change, but wanted to provide the details of the process to Personnel Staff, timekeepers, and others who will be answering questions from employees.

Here's how it will work:

Leave Accrual Rate per Pay Period	Maximum Annual Leave Accrual	October 31, 2001 Annual Leave Balance*
5 Hours	240 Hours	235 Hours
6 Hours	288 Hours	282 Hours
7 Hours	336 Hours	329 Hours

*This is the balance the employee must have in SAM II as of Wednesday, October 31, 2001, to allow the additional accrual of annual leave for the October 16-31 pay period.

The program will check for annual leave balances in excess of the appropriate maximum indicated above (240, 288, 336). However, this checking program will run after the accrual for the pay period has been added to the employee's balance. Therefore :

- Employees at the 5-hour accrual rate must have their annual leave balance at or below 235 hours on October 31st.
- Employees at the 6-hour accrual rate must have their annual leave balance at or below 282 hours on October 31st.
- Employees at the 7-hour accrual rate must have their annual leave balance at or below 329 hours on October 31st.

Here are some examples to illustrate how this works.

Employee A

1. Employee A accrues 5 hours of annual leave per pay period (maximum is 240 hours).
2. Their September 30th paycheck indicates an Annual Leave Current Balance of 260 hours. If no leave is taken by November 1st, the employee's balance will be 275 hours (5 hours for September 16-30; 5 hours for October 1-15; 5 hours for October 16-31).
3. Employee A should be aware that on November 15, 2001 their Annual Leave balance will be 240 hours, unless the employee uses 35 hours of annual leave before October 31st ($275 - 240 = 35$ hours).
4. Assuming Employee A uses the 35 hours, their November 15th check stub will reflect an "Annual Leave Current Accrual" of 5 hours and an "Annual Leave Current Balance" of 240 hours.
 - However, should Employee A not use the 35 hours, the November 15th check stub will reflect -30.00 Hours in the "Annual Leave Current Accrual Column" of their check stub. (This result is the net of +5.00 and -35.00 hours.) The employee will have 240 Hours in the "Annual Leave Current Balance" column.

Employee B:

1. Employee B accrues 7 hours of annual leave per pay period (maximum allowed is 336 hours).
2. Their September 30th paycheck indicates an "Annual Leave Current Balance" of 350 hours. If no leave is taken by November 1st, the employee's balance will be 371 hours (7 hours for September 16-30; 7 hours for October 1-15; 7 hours for October 16-31).

3. Employee B uses no annual leave during the month of October.
4. The Leave Balance Checking Program will result in this employee's annual leave balance being 336 hours. On Employee B's November 15th check stub, the "Annual Leave Current Accrual" column will reflect -28.00 (This result is the net of +7 hours and -35 hours).
5. Employee B's November 15th check stub will reflect an Annual Leave Balance of 336 hours.

The November 15th check stub of an employee who earns 6 hours of Annual Leave per pay period, and has an October 31st balance of 285 hours, would reflect +3 hours in the Current Accrual column, (this result is the net of +6 and -3 hours), and a balance of 288 hours.

It is critical that Personnel staff, timekeepers and others who will be communicating with employees understand this process. All annual leave taken for the period October 16th through October 31st MUST be entered on a Current Period Timesheet (CPER) by the November 7th deadline published on the Payroll Processing Schedule. If the annual leave is entered on a Prior Period Timesheet (PPER), the annual leave balance would be reduced twice – once by the Leave Balance Checking Program and once by the PPER. Should a PPER entry become necessary, please contact the Division of Personnel for assistance in processing the entry.

If you have questions or need further clarification on this issue, please contact the Transaction and Information Section of the Division of Personnel at 751-1660.